Registry of Educational Personnel (REP) Update – November 1, 2004

Birthdate Corrections

This message is being sent to the Registry of Educational Personnel Listserv and authorized users of the REP Application.

Personnel Identification Code (PIC) Corrections/Changes

It has been brought to our attention that birthdates may not be changed through the bulk upload application as previously indicated.   All other changes to the employee's name, gender, Social Security number or credential number may be made using the bulk upload application, as long as the PIC is uploaded with the record.

Corrections to Data (updated)

Corrections to previously submitted data such as name, birthdate, gender, Social Security number, or credential number may be made through the REP Online Single Submission Application. For districts that use the online application, the corrections may be made when updating the record.

For districts that use the Bulk Upload application, the PIC number must be used if corrections are made to an employee's name, Social Security number, or credential number. If the PIC number is not used in the Bulk Upload file, a duplicate record may be created.

The birthdate may not be corrected using the bulk upload application. All corrections to an employee's birthdate must be completed through the REP Online Single Submission application.

Center for Educational Performance and Information